



DRAFT MINUTES TWENTY-FIRST ANNUAL GENERAL MEETING

Meeting of Trustees
held at DHET office 29 Exchange Street, Dundee
on Wednesday 4 December 2025 at 2:00pm

Present: Gordon MacDougall (Chair), Doug Binnie, Iain Flett, John Gray,
Gregor Hamilton, Barbara Illsley, Vanessa Kelly

In attendance: Amanda Forde (Information Coordinator), Mylene Herd (Acting Director)

1 Welcome and approval of minutes

Apologies received from Michael Gale, Louise Murphy, Blythe Petrie and Adam Swan. Gordon welcomed everyone to the meeting.

The minutes of the twentieth annual general meeting of the Trust, held on 4 December 2024 at 29 Exchange Street, Dundee, were approved. There were no matters arising.

2 The Report of the Trustees and Financial Statements of the Trust

The Trustees received the Report of the Trustees and Financial Statements of the Trust for the period ended 31 March 2025.

Gregor asked about the reserves policy, which is currently to hold reserves of unrestricted funds of at least £40,000. It was noted that we currently hold less than that amount. Gregor suggested increasing the reserve to £45,000 and planning to increase this annually in line with RPI or another measure. This was agreed.

Vanessa noted that we had used reserves to pay for the renovation of Exchange Street and we could use the bank interest to start building it up again.

Gordon queried the Dundee City Council grant of £31,635 referred to on pages 7 and 16 of the Report and Financial Statements document.

Vanessa said that this was carried forward from previous accounts.

The Trustees seek clarification on this matter, possibly Adam Swan may be able to answer this. (Following the meeting, Iain Flett pointed out that this was referred to in the 2018-19 accounts and that Ian Mudie had explained it at the time. The sum might possibly date from when Adam morphed from being an employee of Dundee City Council, paid direct by DCC and seconded to DHET, to being an employee of DHET.)

AF/MH/VK

3 Reappointment of Trustees

Iain Flett is standing down as Trustees. Members noted their appreciation and thanks to Iain for his work as Trustee. All other trustees wish to be reappointed and the meeting agreed to this.

4 Reappointment of Auditors

It was noted by Gordon, Amanda and Mylene that the accountants, BK Plus (formerly known as Bird Simpson), were good to work with and responsive to queries. It was agreed to reappoint BK Plus as auditors.

5 Remuneration of Auditors

The meeting agreed to authorise the Trustees to fix the remuneration of the Auditors.

The meeting closed with thanks to the Chair.